

**Jefferson County
Position Description**

Name:		Department:	Medical Examiner
Position Title:	Investigator	Pay Grade:	N/A
		FLS A:	Non-exempt
Date:	January 2015	Reports To:	Medical Examiner

Purpose of Position

The purpose of this position is to conduct medicolegal investigations of deaths that come under the jurisdiction of the Jefferson County Medical Examiner's Office In accordance with Wisconsin State Statutes.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Conducts medicolegal investigations, including: photographing and documenting the scene; determining cause and manner of death; determining need for autopsy, toxicology, x-ray, etc; determining need for involvement of detectives, crime lab, District Attorney, etc.; performing pronouncements; interviewing medical staff, witnesses, law enforcement, families, etc.
- Examines bodies to investigate and determine cause and manner of death.
- Identifies the deceased and personally notifies next of kin in conjunction with law enforcement.
- Obtains personal data and medical history of the deceased by examining documents and interviewing relatives, friends, and witnesses.
- Collects, preserves and packages evidence, property, and specimens, maintaining chain of custody.
- Arranges for pathological or medicolegal examination and other tests, and may accompany body to observe autopsy.
- Coordinates proper disposition of the deceased, including the transport to the funeral home or morgue.
- Prepares and provides cremation authorizations, permission to embalm, disinterment permits and death certificates as required. Prepares and submits reports, documentation, and correspondence including Medical Examiner's reports, traffic fatality reports, and firearm death reports.
- Establishes and maintains an effective working relationship with law enforcement agencies, local, state, and federal agencies, funeral service staff, medical personnel, families, and the public.
- Testifies in court as an expert witness as needed.
- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.

- Performs other duties as assigned or may develop.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in nursing, chemistry, biology, medicine, pre-med, paramedic, EMT, forensic science, or criminal justice or closely related field and a minimum of 1 year of medicolegal investigative experience. A combination of education and experience that provides the necessary knowledge, skills, and abilities may be considered. Prior experience or knowledge of medicolegal death investigation, knowledge of relevant Wisconsin State Statutes, basic knowledge of forensic pathology and toxicology techniques along with other forensic specialties and their uses is highly preferred. A valid Wisconsin driver's license is required.

Other Requirements

Physical: Ability to stand for long periods of time, bend, stoop, lift and carry in excess of 100 pounds with assistance.

Work Environment: May be required to work outdoors in unfavorable conditions; Regular exposure to sharps, bodily fluids and blood borne pathogens.

Hours of Work: Must be available to work any combination of days, evenings, nights, and weekends.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date